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| **Job Specification; Sample Content****Assistant National Lead Audiology (3448)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** The Assistant National Lead (ANLA) will report to the National Lead for Audiology for all clinical matters and for operational matters to the designated CHO manager. |
| **Key Working Relationships** | ***For Example:*** The Assistant National Lead (Audiology) will liaise effectively with any other staff, clinicians and management of supporting services, other hospitals and agencies as required, including Dept. of Education, Social Services and voluntary agencies so as to promote multi-disciplinary working to provide a seamless, integrated, audiology service for patients of all ages. |
| **Purpose of the Post**  | ***For Example:*** Each Assistant National Lead (Audiology) will support the National Audiology Clinical Lead in the implementation of the modernisation of audiology services across their area based on the recommendations of the National Audiology Review Group Report (2011), the resulting Integrated Audiology Programme, and the HSE’s strategic plans for reorganisation and integration of community and acute services.They will be responsible for ensuring the delivery of ongoing high quality evaluative audiology services across their specified area. The Assistant National Lead will support the National Lead for audiology to ensure that operational implementation of modernisation is rooted in the national strategic policy. They will be expected to continue clinical practice in order to maintain clinical competency and may also take on a national lead role in an identified programme(s)/ initiative(s). |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Assistant National Lead (Audiology) will:***Clinical / Professional / Service Development*** Lead on service development, service improvement and patient pathway redesign to ensure effective and efficient service with patient needs at the forefront.
* Liaise closely with Assistant National Lead colleagues and with the National Lead for Audiology in order to maximise service quality and consistency, share best practice and reduce national and regional service variability.
* Have overall responsibility for ensuring systems of clinical governance within integrated audiology services, for quality improvement and staff development.
* Be clinically responsible and lead in all adult and paediatric audiology services including optimising resource allocation to meet population needs.
* Undertake the full range of specialised adult and paediatric audiology services within the area, providing assessment and rehabilitation services to meet international standards of best practice and recommended procedures.
* Undertake clinical sessions (approximately 50% WTE) in one or more clinical areas.
* Liaise with, and ensure that lines of communication are in place internally with staff, clinicians, management, supporting services and externally with GP’s and other hospitals and agencies as required.
* Undertake the development of hearing health improvement programmes to prevent unnecessary hearing loss by working with educational and industrial establishments (public awareness).
* Consult widely with clinical and managerial leads in related disciplines and ensure open and supportive interactions with these disciplines.
* Demonstrate a commitment to the development of audiological practice by being active nationally in specialist areas) as evidenced by participation in, for example, national meetings and membership of organising/professional bodies.
* Take a national lead role in an identified programme/service.

**Education & Training*** Be responsible for establishing and maintaining the training function of audiology services in terms of clinical education, practical competencies and skills for trainees at various level and CPD for existing staff.
* Be responsible for the co-ordination of clinical and theoretical teaching to a wide range of non-audiological staff and other and professional/lay audiences as necessary.
* Participate in mandatory and recommended training programmes in accordance with departmental/organisational guidelines.
* Ensure that clinical and professional standards, including confidentiality, ethics and legislation are maintained at all times and local and national guidelines implemented across their area of responsibility.
* Avail of and participate in own supervision.
* Participate in planning reviews, professional supervision and performance achievement and development processes.
* Ensure the provision of quality practice education and supervision of student audiologists and promote and engage in the teaching /training/support of others as appropriate.

**Research and Development (R&D)*** Undertake an active role in research and development into improved procedures, tests and equipment for audiological services, including liaising with local, national and international organisations to develop creative and innovative improvements in audiological services for patients.
* Conduct and participate in clinical audit.
* Develop a strong customer focus, seeking the views of service users periodically.
* Develop business cases to initiate and secure funding for R&D, along with co-ordinating R&D activities for audiological services.
* Demonstrate commitment to continuous professional development; contribute to scientific literature in the field of audiology, and present scientific papers to international and national conferences; be active nationally in the specialist area(s) as evidenced by participation in national meetings and membership of organising/professional bodies.

**Quality, Risk Management, Health & Safety*** Ensure the co-ordination of safety checking, routine maintenance and calibration of all audiological equipment within the region.
* Work in a safe manner with due care and attention to the safety of self and others.
* Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
* Adequately identify, assess, manager and monitor risk within their area of responsibility.
* Document appropriately and report any near misses hazards and accidents and bring them to the attention of the relevant person(s).
* Develop and implement policies and procedures to support safety, best practice and service provision.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Managerial & Financial*** Be responsible for predicting changes in demand for future audiology services within the region and develop business plans and working documents in conjunction with the national lead, service managers and commissioners for future delivery of audiology.
* Manage appropriate service performance within available resources; this will involve the identification of shortfalls, risks or changes in practice, and highlight the consequences to management.
* Lead on decision-making for audiology services within the region including strategic planning, procurement, and training.
* Be accountable for the service on a day-to-day basis, including the management of all resources ensuring the effective deployment of resources including people, skills, equipment, facilities, and finance to best meet population needs across the region.
* Be responsible for ensuring that adequate systems are in place for monitoring and delivery of efficient services and quality standards.
* Work with management to monitor waiting times, review capacity, develop equitable access to services and meet local service level agreements, through recording and monitoring clinical activity with reporting at specified intervals.
* Have a major lead role in the strategic development, management, and maintenance of audiology equipment and audiology IT systems in conjunction with ICT staff.
* Engage in IT developments as they apply to service users and service administration.
* Keep up to date with developments within the organisation and the Irish Health Service.
* Support the recruitment and selection of staff in accordance with HR policies and procedures.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:****The Assistant National Lead (Audiology) will demonstrate:* **Professional Knowledge and Experience***For example:** Clinical, scientific and technical audiology expertise and experience for dealing with complex audiological cases / to fulfil the requirements of the role.
* Evidence of having played a leading role in audit practices.
* An awareness of legislation, standards, and policies relevant to the role.
* Evidence of maximising the use of ICT and keeping abreast of technologies that support audiology services.
* A commitment to own CPD and that of others.
* Computer skills particularly Microsoft Office, Outlook etc. and willingness to develop IT skills relevant to the role.

**Planning & Managing Resources***For example:** Evidencing of looking ahead and forward planning for service developments. Anticipates trends and identifies opportunities. Ensures that the learning from new service models and practices influences future service planning.
* Competence in heading up a scientific section; a proven ability to plan and manage resources; making every effort to ensure that staff have the resources to do the job properly.
* The ability to lead on planning and organising including having clarity of thought on long-term aims and well-defined objectives for the short and medium term.
* A high level of initiative and adaptability in response to workforce demands.

**Managing Others***For example:** Effective team management skills including the ability to lead by example and motivate staff.
* Clear strategic direction, adopting an approachable management style and promoting collaborate working relationships.
* An understanding of the different approaches required to influence different strategic

stakeholder groups.* An ability to deals positively and constructively with obstacles and conflict.
* A commitment to the development of self and others in a busy working environment.

**Is a Champion for the Service User***For example:** Commitment to providing a quality service.
* Evidence of embracing and promoting change - plans strategically to drive change and ongoing improvement, is innovative.
* A tendency to continuously challenge standards of quality and efficiency and strives to find ways to improve standards of care.
* A strong awareness and appreciation of the service user.
* A commitment to identifying, managing and reporting on risk.

**Evaluating Information and Judging Situations***For example:** Sound judgement involving highly complex facts / situations, which require analysis, comparison and interpretation i.e. able to analyse, interpret, discuss, and advise on the latest scientific audiological advances/research.
* Effective problem-solving strategies - relies on professional expertise and management experience to understand and evaluate problems.
* An ability to explain the rationale behind decisions confidently when faced with opposing or competing demands.
* Objectivity but also aware of sensitivities in their approach.
* That they regularly quantify and evaluate activities against service plans and take timely action to correct potential difficulties and/or to respond to changing needs.

**Communication & Interpersonal Skills***For example:** Effective communication skills (verbal & written) including the ability to get a message across fluently and persuasively.
* Evidence of tailoring the communication method and message to match the needs of the audience.
* Effective interpersonal skills including the ability to network effectively, collaborating and fostering positive working relationships to ensure person-centred service delivery.
* Strong influencing and negotiation skills; remains firm but flexible when putting forward a point of view.
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